



HR Advisor - job description

This job description gives an overview of the kind of work and level of responsibility expected for this role. It's not a complete list of all tasks, and duties may change occasionally. But the overall nature of the job and the level of responsibility will stay the same.

Section 1 - Job details

Job title	HR Advisor
Directorate	Corporate Services
Department or team (if applicable)	HR
Reports to	Head of HR
Direct reports	n/a
Job location	London with flexibility to work remotely.
Contracted hours are agreed locally with line managers	

Section 2 - Job purpose

To provide professional advisory support to the MS Society on the full range of employment services.

To provide subject matter expert advice and support for recruitment and onboard practices, this will include advising on policy, training and compliance. Along with the development and upkeep of the organisations applicant tracking system and onboarding module of HRIS

To initiate complete and analyse data as required and maintaining personnel records accurately and securely

Section 3 - Key responsibilities and accountabilities

	One line description of responsibility or accountability
1	Work collaboratively to develop and maintain effective working relationships across the department, directorate and organisation to ensure the team delivers a professional and effective full employment service, on all aspects of the employee lifecycle
2	Responsible for providing recruitment related advice to the HR Team and recruiting managers including job design through to on-boarding, supporting with appropriate guidance within HR SLA timelines. Ensure all relevant documentation and resources are up to date and accessible at all times.
3	Oversees the design and development of all advertising materials.
4	Contribute to and advise upon the development of HR policies, processes and guidelines. . Keeping abreast of changes in legislation around casework and ensuring that MS Society policies are amended to reflect these
5	Carry out administration required to fulfil own role, including updating of electronic personal files and HRIS, as well as updating all relevant spreadsheets
6	Accurately enter changes to the HRIS each month for payroll, updating all relevant spreadsheets.
7	To respond to general and specific queries from staff in relation to their employment, wellbeing and development. .
8	Deputise for other HR Advisors in their absence.
9	Work collaboratively to develop and maintain effective working relationships across the department, directorate and organisation to ensure the team delivers a professional and effective full employment service, on all aspects of the employee lifecycle

Section 4 – Dimension of the role

Resources	Responsible for the proper use and safekeeping of assets within scope of role
Staff or volunteers	n/a
Budget	n/a
Key relationships	Internal – HR colleagues, all managers and employees External – prospective candidates, applicants, recruitment and advertising agencies. Occupational Health provider, Disclosure & Barring Services (as required) and employment lawyers .
Information security and data governance	Responsibility for undertaking relevant actions and responsibilities according to the role assigned by the MS Society

Section 5 – Key deliverables

	Measures of success
1	Enabling and delivery of HR activities within HR SLA timelines
2	Ensuring personnel data is accurately processed and recorded
3	Give accurate and sound HR advice to all employees and managers

Section 6 – Competencies

Competency	Level required (see below)	B	E	A	T
Fosters co-production			X		X
Open to change and innovation		X		X	
Sound decisions			X	X	
Collaborative working					X
Effective communication				X	X
Outcome focussed		X			X
Inclusivity					X
Accountability		X	X	X	X
Tech savvy		X		X	

Level	Description
5	Strategic Has a broad and advanced understanding of the organisation's policies, procedures, and how things work across the MS Society, or has deep expert knowledge in a specific area. Shares expert advice on topics related to MS and represents the MS Society in public or external settings. Clearly explains the organisation's vision and strategy in a way that others can understand and act on. Makes important decisions that have a big impact and ensures the right resources are in place to support them.
4	Expert or recognised authority Shows expert knowledge and strong leadership, influencing others in a positive way. Colleagues regularly perform tasks at a high level, instinctively understanding what needs to be done, how it affects other areas, and how it can be improved for the MS Society's benefit. They have deep expertise and focus on developing their skills. They're the go-to person for advice and are known for their knowledge, using their experience to tackle new challenges. They are responsible for managing significant resources, like people and budgets, related to their work.
3	Complex These roles may or may not involve managing others, but they require using experience or professional knowledge to handle complex information or raw data. The work often involves solving unusual problems by using your own judgment, without needing instructions. You'll also need to work with others to overcome challenges and achieve results across different teams or departments.
2	Enhanced These roles may or may not involve managing people, but they are responsible for handling cases and providing face-to-face services. Or managing internal or external processes and people (including volunteers). People in these roles understand how their team or function works, help build good relationships inside and outside the organisation, and work together to achieve results. They use their knowledge to organise and manage tasks and processes, solve everyday problems, and help improve the way things are done..
1	Foundation People in these roles contribute to the MS Society without any responsibility for managing processes or people. People in these roles understand what's needed for their job and how it fits with other roles and tasks. They know what needs to be done and have the skills and ability to complete those tasks.

Section 7 - Qualifications and training

Qualification or equivalent	Yes
Internal training	n/a
Other professional training or qualifications	Chartered Institute of Personnel & Development Level 5 (or working towards)

Section 8 - Person specification (knowledge, experience, skills and attributes needed for the job)

Essential requirements will be tested at application stage (A) and used as shortlisting criteria for deciding who will be invited to interview.

Requirement	Essential	Desirable	Tested*
Relevant experience of working in a generalist HR environment providing excellent advice on all aspects of the employee lifecycle	x		A/I
Subject matter knowledge on all aspects of recruitment and onboarding	X		I
Experience of supporting and maintaining HR IS including applicant tracking systems and onboarding modules		X	A/I
Excellent organisational and time management skills with the ability to prioritise work efficiently to meet deadlines	X		I
Excellent standard of written English, sufficient to draft advertisements, contractual documents, guidance and correspondence	X		I/T
Strong attention to detail and ability to maintain speed and accuracy when dealing with high volumes of detail	X		I/T
Excellent IT skills in relation to HRIS systems and general office IT systems including ability to manage and analyse data	X		A/I
Good interpersonal skills with the ability to build effective working relationships with a range of contacts	X		I

Excellent communication skills sufficient to respond to varied queries verbally and in writing in a clearly understood way	X		A/I
Proven ability to work both independently and productively as part of a team	X		I
Good understanding of and ability to apply the principles of confidentiality	X		I
Good understanding and application of the principles of equality, diversity and inclusion in an HR context	X		A/I

*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1s and PDR)

Section 9 – Other information and requirements

Confidentiality	Make sure sensitive or personal information is kept private and only shared with the right people. All information must be handled according to GDPR and other relevant laws and rules.
Equality, diversity and inclusion	Make sure all your work supports our commitment to equality, diversity, and inclusion. As a charity focused on helping disabled people, we expect everyone to be open-minded and creative in finding and removing any barriers that might affect disabled people, including colleagues, who work with us.
Health and safety	Help create a safe working environment by following all health and safety rules and completing any required training.
Safeguarding	We're committed to safe and responsible recruitment. We aim to protect the wellbeing of children, young people, and vulnerable adults, and we expect all staff and volunteers to support this. Background checks and a Disclosure and Barring Service/AccessNI/PVG scheme check will not be required for this role.
Digital, data and Technology	Use technology confidently to do your job, including internet voice and video calls, Microsoft Office, the MS Society intranet, HR and finance systems, case management software, and other MS Society tools and apps.
Unusual specific physical or mental demands associated with the role	Resilience
Travel requirements	As and when required
Unsocial hours	N/A

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